



**DELAWARE WORKFORCE DEVELOPMENT BOARD
Fox Valley Department of Labor-Annex
Board of Directors Meeting July 19, 2016**

MINUTES

Attendees: Chairman-Gary Stockbridge, Hon. Edward Osienski, Hon. Nicole Poore, Jeffrey M. Bross, Alisha W. Bryson, Edward Capodanno, John A. Chrzanowski, Robert Eppes, Hon. James Johnson, George Krupanski, Stephan Lehm, James Randall, John Austin, , Kerry Delgado, Alice Coleman, Bobby Willis, Hon. Patrice Gilliam-Johnson, Victoria Counihan, Robert Ford, B. Craig Crouch, Patricia Barren, Chris Kervick, Dan Madrid, Gerald Brady, Gerald Esposito, Jack Berberian, John J Casey, Yaneli Cruz, Michelle Taylor, Jeff Garland, Lisa Strusowski, Nsuugwe Shamatutu, Luke Rhine, Hon. David P. Sokola, Hon. Edward Osienski, Hon. Steven Godowsky, Emily Whaley, Scott Whaley, Kathy Butler, Stephanie Larkin, Stephen Duval, Leo Miller, Eileen Cipriani, Jennifer Shahan, Eileen Michelinie, Diane Brooks, Lori A. Reeder, and Stacey Laing.

Welcome: A quorum was achieved. Gary Stockbridge welcomed everyone.

Approval of Minutes: John Chrzanowski motioned, Jeff Bross Second and minutes approved.

Committee Reports:

George Krupanski, Youth Council: Awarded Emily Whaley the 2016 Scholarship Award. He said the Youth Council had been working with Luke Rhine to become more informed on Pathways for Prosperity

Jeff Bross: Performance Measures and Customer Satisfaction. Mr. Bross reviewed the quarterly performance measures and reported he will keep the board up to date as we receive more information from the DOL relative to WIOA changes..

John Chrzanowski.: Report we have been reviewing the Proposal Review Process, and decided we need to tweak it and better educate our panels and board members to have them ready for RFP in March. Bill has been working on a survey and came back with some interesting data and will report the findings to the board.

Bill Potter: Reported on a survey he sent Board members, providers, and panelist concerning the RFP process. The Executive Committee was briefed on the slides and John suggested capture only the highlights. Bill reviewed the survey highlights. Bill said the providers read the Demand Occupation List, but it seemed a somewhat mysterious document to some board members. Some board members said they didn't understand how or if, ITA and blue collar money works together

John Chrzanowski.: Notified the board that prior to Christmas and March we need to find panelist that are willing to spend a few hours for a little learning session to really understand the process. With more providers every year, we need to make sure everyone

is on the same page. It's been working well but would like to see everyone more informed than they have been.

Gary Stockbridge: In October we will have our Strategic Planning Retreat, opportunity for the board to spend a lot of time together to discuss key issues. I think the RFP Process should be a part of this to deal with some of the training issues. If you want to get more informed about the RFP Process, join that committee.

JJ Johnson: said he agreed because the DWDB will be face the same if not worse issues in the future..

Secretary Gilliam-Johnson: Noted that people have to understand the process; there's some work we have to do about what it is and how we have done some things. I think that when things are going well like the money is there then everything seems to be working fine but when the funds are limited then we begin to see some things that need to be addressed.

John Chrzanowski.: Discussed the draft ITA manual Bill sent out with the changes made over the last 15 years and the process and how we do things. Bill gave an overview of the document. He stated that all the things listed in the manual are just a combination of things that already existed and were already voted on in the past; therefore, a vote was not needed. The document captures everything that has been voted on since **1998**; however, the document must have the WIOA stamp of approval. Bill however, requested an approval of two items

1. The document to be used as the governing document as the ETPL and the ITA's;
2. The Executive Director has authority to make changes and updates and to keep it current going forward.

The Board discussed Bill's request and Gary made a motion that the board use the ITA manual circulate as the current ITA governing document going forward for the board. The motion was carried and put in place.

REDO the vote: The executive director will constantly update the document based on WIOA NEW DIRECTION AS IT COMES OUT. The DWDB just received 1538 pages of new rules. If there's any concern that comes out of WIOA that may need a vote, we will discuss with the executive committee. Motion carried and Bill have the authority.

Gary Stockbridge: We are absent a chair for the financial Committee so we will be recruiting. We can also target some financial folks in the community. Diane will be reporting out today.

Diane Brooks: Reviewed the financial report. The DWDB is under budget due to a one stop convening. Diane stated the rate went down.

Gary Stockbridge: We need to vote on the adjustment in the budget. Gary made a motion that the DWDB Budget be accepted going forward for the new fiscal year. Any questions on the budget? Budget approved.

Luke Rhine-Pathways: Luke Rhine reported a grant was received from JP Morgan Chase to help us further Pathways in Delaware. Three activities they have been working on; **1-Needs assessment; 2-Career readiness action Plan; and 3-Marketing Strategy; and Strategic plan.**

Jeff Bros requested to review ITA-Providers and why they are running so far behind with 740K unspent. Unused money does roll over to the next year, said **Diane Brooks**. **Bill Potter** stated the new dislocated workers from Dupont offer challenges as much of their skill training does not fit the mass of our clients. **Gary Stockbridge** suggested that we meet with the top ten ITA's providers and to try to get some insight from them to drive more individuals in to training.

Gary Stockbridge: Chairman Report Section:

Board development-we need review the bylaws. So we need to do a by-law overview. We created a pathway committee but it's hasn't consistent been mapped to the by-laws. We need to make sure our by-laws are listing the same structure as our pathways and recommend changes.

We are hurting in our financial oversight report committee. We will be working on filling out the committees and leadership for each committee. We have to think about the ongoing board meetings and the their structures and are they in line with what we are trying to do with WIOA.

Bill Potter-WIOA Update: We recently received a letter from the plan substantially approve from US DOL. Still some work to be done. We have until September to Re-do the plan.

Gary Stockbridge thanked all the folks working on the WIOA plan. Bill Potter introduced Leo Miller to the board.

Leo Miller-ETA Administrator-USDOL: Mr. Miller gave a detailed presentation to the board about, WIOA, Delaware's use of Federal Funds. He encouraged the board to take the time available and redo the state plan. This is a unique opportunity.

Gary Stockbridge: Thanked Leo for his presentation and invited him to the strategic planning event. Mr. Miller accepted the invitation

Bill Potter: Gave an information briefing about the development of the Demand Occupation List.

George Krupanski: asked, what kinds of grants we should award to the providers highest annual opening and where does it get cut off? Bill Potter explained the process to ensure demand occupations support family sustaining wages

John Chrzanowski.: said we need to spend our money on the jobs that do training where they can grow within the jobs. Several comments were made regarding jobs and poverty

New business: Selection of Executive Director

Gary Stockbridge: Bill was asked to leave the meeting. We set up a Subcommittee to find full time executive director. The position was posted the top three applicants were interviewed by the panel along with a writing assignment regarding the future activity of the board. I am very happy to put forth to the board for a

vote that Bill will be our new executive director. He asked Jeff and Patrice for comments; there were none. Gary made a motion that Bill Potter be promoted to the role of Executive Director of the DWDB. It was seconded by John C. Bill was voted in as new executive director.

Adjourned.